

Questioner	Question	Answer
Systemetrics General, LLC	<p>On Page 9, VII, D – Criteria</p> <ul style="list-style-type: none"> a) Can SamCERA please provide information as to the relative weighting of each of the criteria? b) What per cent of the total score will cost be evaluated as? c) With respect to cost, will all phases of the project be evaluated or just some? If so, which ones will be included? d) With respect to cost, how should the proposer provide estimates and how will SamCERA normalize and evaluate different estimates for the oversight and project management during implementation – since the actual schedule for those tasks will not be known? 	<p>a) The RFP states that the evaluation criteria will include, Organizational Background, Experience In Providing Similar Services, Administrative Structure and Staffing, Services, Additional Helpful Information, Other Commitments, Assistance from SamCERA, and Cost.</p> <p>Please note: (1) no specific weighting will be applied to these criteria; (2) the criteria are not listed in the order of importance; (3) while cost is an important criteria please note this is not a low cost bid process, the recommendation will be based upon an evaluation of the proposal as a whole and which proposer best fits the needs of SamCERA; and (4) the evaluation is not limited to the criteria listed.</p> <p>b) See answer to (a) above.</p> <p>c) The cost for all phases of the project will be evaluated.</p> <p>d) Based upon proposer’s experience in similar projects, proposer should give its best estimate of the oversight and project management that it feels will be necessary at each stage of the project.</p>
L.R. Wechsler Ltd.	<p>1. With respect to the RFP</p> <ul style="list-style-type: none"> a) Did SamCERA utilize the services of any entity external to SamCERA to develop the RFP? b) If so, what firm or entity? 	<p>a) The RFP for the Project Manager was developed by SamCERA staff.</p> <p>b) N/A</p> <p>c) N/A</p>

	<p>c) Are they precluded from bidding on this effort?</p>	
	<p>2. With respect to page 6, item 5d, ECM and Imaging:</p> <p>a) Is SamCERA currently utilizing the Autonomy content management system?</p> <p>b) Where is it hosted?</p> <p>c) Who installed it?</p> <p>d) Who maintains and supports it?</p> <p>e) Is it integrated with the current, legacy PASS application?</p> <p>f) How is it used?</p> <p>g) Is it to be replaced as part of this effort?</p> <p>h) How many images are in the current database?</p> <p>i) Does SamCERA have an estimate of the number of paper documents to be scanned and indexed as part of the backfile?</p>	<p>a) No. San Mateo County has offered to allow SamCERA to use their Autonomy system free of charge.</p> <p>b) At the county data center in Redwood City (a few miles from our location). We have a 45 Mbps Microwave link to the county data center.</p> <p>c) The county’s Information Services Department (ISD).</p> <p>d) ISD</p> <p>e) No. The current PASS does not have this feature.</p> <p>f) N/A</p> <p>g) N/A</p> <p>h) None, SamCERA does not have an existing imaging or ECM system.</p> <p>i) A rough estimate of between 50,000 to 100,000 pages.</p>
	<p>3. Section V, Item 5 Services. The last sentence in the second paragraph states “Please also make</p>	<p>SamCERA will be undertaking a comprehensive system-wide project to overhaul and update its current pension administration software system and to install and</p>

	<p>recommendations based on the services requested below, whether to pursue or not.” To ensure an ‘apples to apples’ comparison are vendors required to identify their approach to all the services in the RFP and costs associated with those same services?</p>	<p>implement a document management system. This system-wide project will include the following task areas:</p> <ul style="list-style-type: none">• Business Process Re-Engineering• Data Cleansing for pension system database• Enterprise Content Management and Imaging System• Pension Administration Software System (PASS)• Staffing Study and Associated Recommendations <p>SamCERA is looking for a consultant to advise, facilitate, monitor and guide us through the project.</p> <p>We are requesting proposers to make recommendations as to whether the services/tasks that are listed should be pursued or not and whether there are services/tasks that are not listed which should be pursued.</p> <p>Each proposer is being given this same open ended question. The way in which each proposer answers this question will help SamCERA evaluate the skill level and experience that each proposer has to offer.</p> <p>SamCERA will be evaluating each proposer’s ability to offer insights and recommendations based on their own experiences with similar projects. Costs associated with these recommendations will give SamCERA a better understanding of the work required and will give SamCERA an opportunity to consider or re-consider services and tasks outlined in the RFP and proposals.</p>
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